

GPSA TRAVEL FUNDING APPLICATION

Updated Spring 2018

Please submit the following form to the Graduate Studies office in 309 Burgin Dossett Hall

Name: _____ E-Number: _____

Eligibility Checklist:

- Submitted GPSA membership application
- Paid membership dues (\$5)
- Attended two or more GPSA events in the semester prior to applying
- Agree to present research synopsis to GPSA (November or April)
- Applying for travel funds for the first time within a fiscal year (July 1 through June 30)
- Applying for travel funds at least **4 weeks** before the date of departure for the event
- Applicant has sought funding from other sources (e.g. departmental, grant, etc.) and are seeking GPSA funding as a secondary form of funding

If you meet the above requirements, initial here: _____

Initial to signify that you will give a presentation to GPSA if awarded travel funds: _____

Application Checklist:

- Travel funding application filled out completely
- Recommendation sheet from graduate coordinator or advisor
- Attached copy of abstract acceptance, if applicable
- Attached copy of receipts (airplane ticket, car rental, etc.) if applicable

Initial to signify that the information included in your application is correct: _____

Deadlines:

- For conferences held October-May: at least **4 weeks before date of departure**
- For conferences held June-September: May 1st

CONTACT INFORMATION

Name: _____ E#: _____ Date: _____

College within ETSU: _____ Program of Study: _____

Month/Year of Graduation: _____ Email: _____

CONFERENCE INFORMATION

Name of Event: _____

City and State of Event: _____

Dates of Event: _____

Are you presenting at the conference? Yes No

Presentation Title:

Departing on: _____ Returning on: _____

Is anyone else from your department attending the conference? Yes No

FUNDING INFORMATION

Transportation funds requested from GPSA (cannot exceed \$600 if presenting, \$300 if not presenting):

Mode of transportation: Flying Driving Other: _____

Expected transportation costs: _____

Expected lodging expenses: _____

Expected meals and incidentals: _____

Expected registration cost: _____

Type and amount of other funding you've received for the event (e.g., department, grant):

Please attach any receipts you have related to your travel expenses to this application. Also, if you have any additional information that would be useful to the budget committee, please detail below.

GPSA FACULTY RECOMMENDATION FORM

This form is to be completed by the graduate coordinator or advisor

Name of Student: _____

Conference: _____

Regarding the applicant attending the above event would you:

Recommend Strongly

Recommend

Recommend with Reservations

Do Not Recommend

Are there sources of funding for students in your department to attend conferences? Yes No

If so, has the applicant pursued these sources of funding? Yes No

Did he/she receive any funding from these sources? Yes No

Please use this space to write any additional comments which might assist GPSA in making a judgment of approval of GPSA transportation funds:

Signature of Graduate Coordinator or Advisor: _____ Date: _____